



# Longview Independent School District

## JOB DESCRIPTION MEDICAID SECRETARY

<b>JOB TITLE:</b>	Medicaid Secretary	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Special Education	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	Special Education	<b>PAY GRADE:</b>	Clerical/Para 4

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### PRIMARY PURPOSE:

Process and file Medicaid claims on eligible students in special education receiving related services and provide clerical services to special education support staff

### QUALIFICATIONS:

#### Education/Certification:

High School diploma or GED

#### Special Knowledge/Skills:

Computer skills, mainframe experience, knowledge of Microsoft Works and Excel

#### Experience:

Several years experience in an office setting

### MAJOR RESPONSIBILITIES AND DUTIES:

#### Medicaid Secretarial Duties

1. Ensure all regulations concerning the Medicaid School Health and Related Services program are followed
2. Maintain records of Medicaid funds received and balance with certification of expended funds from NHIC
3. Secure and maintain an accurate and current list of Medicaid eligible students
4. Coordinate eligible related services of students in special education with appropriate personnel for submission of claims



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Medicaid Secretarial Duties (continued)**

5. Participate in staff meetings/trainings
6. Follow district policies and procedures

#### **Other Secretarial Duties**

7. Organize and manage the routine work activities
8. Perform varied clerical tasks in the preparation of correspondence, reports, etc.
9. Ensure student confidentiality
10. Exercise good communication skills, telephone etiquette

#### **Other**

11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); ability to attend to detail; maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours possible; biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### **EVALUATION:**

Paraprofessional Appraisal

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2013**